

# Sophia-Arrupe International Residence Guidelines

Established April 1, 2019

Revised March 1, 2020

May 1, 2020

## **(Purpose)**

Article 1:

This guideline sets forth the requirements concerning the rules and regulations of living in Sophia-Arrupe International Residence (hereinafter called “Arrupe dormitory”) to ensure safe and secure environment for the residents.

2. All residents must observe the guidelines.

## **(Mission and Vision)**

Article 2:

Residents shall practice the Mission and Vision of Arrupe dormitory.

1. Mission

Arrupe dormitory aims to provide a platform to bring up persons of global competency based on the educational principles of Christian Humanism, the founding spirit of Sophia University, and guided by Sophia University's vision: “Sophia - Bringing the World Together.”

2. Vision.

(1) Freedom and Responsibility

Residents have the freedom to create any educational opportunity in accordance with the Mission and are responsible to maintain the order of the residence.

(2) Coexistence through understanding ‘the other’

Residents are expected to accept others’ characteristics and diversity, and respect the attitude to live together.

(3) Self-development as Global Leader

Residents are expected to acquire a sense of global leadership by making own effort and insight toward solving social issues the humanity faces.

## **(Residents’ Responsibilities)**

Article 3:

All residents are required to observe the following rules and regulations.

(1) The use of the assigned room (hereinafter referred to as Room) by guests and visitors is prohibited.

(2) All furniture and appliances must stay in the Room and cannot be moved elsewhere.

(3) Facilities, equipment and appliances in individual Rooms and common areas of Arrupe dormitory must be maintained in good condition at all time. Unless authorized, residents are not permitted to use them for any purposes other than for which they are intended. Alternation and decorations are prohibited.

(4) Precautions must always be taken against fire and other emergencies. Residents should avoid any behavior that may result in such events.

(5) All residents cannot refuse the entrance of the Manager to their Rooms without any reason which is set in Article 18.

(6) Report to the Manager immediately if residents find any suspicious person within the Arrupe dormitory.

(7) All residents are not allowed to enter dormitory office, machine room or any areas with No Trespassing sign.

(8) All residents are prohibited from entering the residential areas of the opposite sex.

(9) All residents are prohibited from letting guests enter residential areas of second and upper floors.

(10) All residents must refrain from staying long hours, talking loud and making noise in areas and streets close to Arrupe dormitory.

(11) All residents are not allowed to hold any political activities, gambling, business activities, or fund raising.

(12) No pet is allowed.

- (13) All residents are required to follow any rules and regulations set by Sophia University.
2. When acceptance is approved for moving in as set forth under Article 5 residents are informed about rules and regulations of living in Arrupe dormitory other than those stated in the preceding paragraph. Residents shall strictly observe these rules and regulations.

**(Eligibility)**

Article 4:

The following students at Sophia University are eligible to live in Arrupe dormitory.

- (1) Degree students
- (2) Exchange students, Non-Degree students, Research students
- (3) Others who have been granted permission by the Deputy Director of Center for Student Affairs (hereinafter referred to as the Director)

**(Acceptance)**

Article 5:

The Director shall make the final decisions on application approval following selection procedures.

2. The Rooms for the residents shall be assigned by the Director. The residents may not request for or specify any room.
3. The Deputy Director may order residents to change to a different room after moving into the dormitory when deemed necessary for the operational management of the dormitory.

**(Application)**

Article 6:

All persons who wish to live in Arrupe dormitory should apply by completing and submitting prescribed application form on the website of Sophia University during the prescribed period.

**(Check-in Procedure)**

**Article 7**

Successful applicants must follow the prescribed check-in procedures and complete the payment of fees specified in Article 11, paragraph 1.

**(Period of occupancy)**

Article 8:

The maximum period of occupancy is 2 years starting from Move-in day specified in Article 8-2, paragraph 1 until the Move-out day specified in paragraph 2 (as a rule, official move-out day) Period of occupancy may be extended if approved by the Director.

2. The rules for the extension of occupancy prescribed in the preceding paragraph are specified separately.
3. The application for the extension of occupancy is acceptable during the prescribed period.

**(Move-in day and Move-out day)**

Article 8 -2 The Move-in day at the start of period of occupancy shall be April for Spring Semester and September for Autumn Semester (details for each academic year will be determined by the Director).

2. The Move-out day at the end of the period of occupancy shall be September 10 for Spring Semester and March 20 for Autumn Semester.
3. Notwithstanding the preceding two paragraphs, the Director may specify the Move-in day or Move-out day.

**(Cancellation of Acceptance)**

Article 9:

The Director may cancel the acceptance agreement if any of the following applies:

- (1) Delayed move-in without good reason
- (2) False and substantially misleading information in the application documents
- (3) Entrance fee is not paid by the date specified in admission procedures.

## **(Termination of Agreement)**

Article 10:

Residents must vacate the Room upon termination of the agreement period (as a rule, on official Move-out day) as indicated in Article 8-2, paragraph 2

2. Unless otherwise specified, if the resident moves out in the middle of a month, daily payment of the dormitory fees will not be accepted and full payment must be made for the month of Move-out. Residents must submit Notice of Leaving by 30 days before their Move-out if they wish to leave during the agreement period. If Notice of Leaving is not submitted, the residents must pay the dormitory fees for the month of Move-out and the following month.
3. Residents may be dismissed from Arrupe dormitory if any of the following applies:
  - (1) Violation of any of Article 3.
  - (2) Failure to satisfy financial obligations accrued in case of damage to and loss of Arrupe dormitory property.
  - (3) Disciplinary problem that threatens the living environment of the residential community.
  - (4) Medical, health, or sanitary problem deemed detrimental to the well-being of community life in Arrupe dormitory.
  - (5) Any behavior that may cause serious interference with operation and management of Arrupe dormitory.
  - (6) Any behavior that is against the law, in the dormitory or outside.
  - (7) Obtainment of any disposition of the University Regulations.
  - (8) Offense of public order and morals.
  - (9) Payment of dormitory fees is overdue for three months or more.
  - (10) Failure to pay the entrance fee for two months after the move-in.
  - (11) Any behavior that is regarded as not suitable as a Sophia student.
  - (12) Eligibility is lost.
4. Residents must vacate the room within one week if they become ineligible as residents due to cancellation of eligibility in accordance with preceding paragraph.
5. Period of occupancy for exchange students is determined separately.
6. All residents who leave Arrupe dormitory are required to agree to the following:
  - (1) The Manager checks the condition of room and may charge payment for defacements or other damages.
  - (2) Any leftover within the room and shared spaces will be regarded as relinquished by the owner and abandoned. Any fees for discarding the leftover will be charged to the residents.
7. At move-out, residents may not request for redemption of expenses incurred for the rooms or remodeled equipment or ask for payment of removal expenses, compensation for eviction, or concession money or demand for buying out remodeled equipment paid and installed by the residents in the rooms.

## **(Fees)**

Article 11:

Residents must pay entrance fee (90,000 yen) and dormitory fee upon occupying the room by the deadline specified in moving-in procedures.

2. Housing fee (95,000 yen) is charged in advance of each month. Residents must complete the payment before the monthly deadline.
3. The prorated amount due for the month when moving in or moving out in mid-month is set as follows.

	Amount	Detail
<ul style="list-style-type: none"><li>▪ Move-in in Autumn semester (between September 11 and 20)</li><li>▪ Move-out in Autumn semester (March 20)</li></ul>	65,000 yen	Room fees (60,000 yen) and utility costs (heat, light and water expenses and internet fees) (5,000 yen)
<ul style="list-style-type: none"><li>▪ Move-out in Spring semester (September 10 September)</li></ul>	35,000 yen	Room fees (30,000 yen) and utility costs (heat, light and water expenses and internet fees) (5,000 yen)

• Move-in in Spring semester (late March)	0 yen	-
---	-------	---

4. No other rate (such as daily rate) is provided except as specified in the preceding paragraph.
5. Dormitory fee for residents accepted under the (3) of Article 4 is determined separately.

**(Access to Facilities)**

Article 12:

Residents may use the following shared facilities and equipment. Personal belongings should not be left in all shared spaces.

- (1) Multi-purpose area on the 1<sup>st</sup> floor
  - (2) Study Room
  - (3) Prayer Room
  - (4) Theater Room
  - (5) Common Living in each floor
  - (6) Sports Studio
  - (7) Laundry
  - (8) Terrace
2. Residents should immediately notify the dormitory office of damage or misuse of facilities and loss of furniture or appliances.
  3. Whether by intent or neglect, individuals are held responsible for any damages and losses specified in the preceding paragraph and for payment of assessed costs for repair and replacement.

**(Notice/Announcement)**

Article 13:

Information of regular maintenances and events will be noticed to residents on the screen of 1<sup>st</sup> floor, through e-mail, or post on bulletin board.

**(Temporal Leaving)**

Article 14:

Residents must submit Notice of Temporal Leaving beforehand to the dormitory office if they leave for three days and more.

**(Interaction)**

Article 15:

Residents shall make efforts to participate in interaction with neighbors of the community and other events held on a regular basis.

2. Residents should get permission from the dormitory office beforehand if they hold any event in the dormitory.
3. Residents holding events in the dormitory as specified in the preceding paragraph are required to follow rules below:
  - (1) No event for profit is acceptable.
  - (2) No event which promotes any discrimination of religion, race, and gender/sex is acceptable.
  - (3) Residents must follow the order of cancelling the event if the Manager decides.

**(Living Group Leader system)**

Article 16:

Arrupe dormitory has a system called Living Group which promotes diversity and international exchange.

2. Detailed rules and regulations of Living Group are set separately.

**(Non-smoking)**

Article 17:

Smoking is prohibited in all areas of Arrupe dormitory. Residents are required to agree with non-smoking policy of Arrupe dormitory, prohibiting smoking inside and around Arrupe dormitory, and any smoking behavior that harms the neighbors.

**(Emergency inspection)**

Article 18:

All residents must agree that the Manager enters their Room if it is judged as necessary in terms of the management of Arrupe dormitory such as fire prevention, sanitary and preservation of the dormitory.

2. The Manager may enter every Room without prior permission of the residents for emergencies or urgent maintenances.

Supplementary Provisions

These Guidelines shall come into force on April 1, 2019.

Supplementary Provisions

These Guidelines shall be revised and come into force on March 1, 2020.

Supplementary Provisions

These Guidelines shall be revised and come into force on May 1, 2020.

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.